

EMBASSY OF THE UNITED STATES OF AMERICA

CONAKRY - GUINEA

VACANCY ANNOUNCEMENT

Kevin Lewis, A/Management Officer

ANNOUNCEMENT NUMBER: 2008 - 074

Open to: All Interested Candidates

Position: Generator Mechanic, FSN-5*, FP-9*

Opening Date: July 29, 2008

Closing Date: August 12, 2008

Work Hours: Full-time; 40 hours/week

Salary:

***Ordinarily Resident person: See Definitions**

LCP- 18,582,440 FG p.a.

(Position Grade: FSN-5)

***AEFM/EFM/MOH/NOR: See Definitions**

US\$ 26,264 p.a. (Starting Salary)

**(Position Grade: FP-9 to be confirmed by the Department
of State in Washington)**

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK
AND/OR RESIDENCY PERMITS ALLOWING WORK IN GUINEA BEFORE BEING ABLE
TO APPLY.**

The U.S. Embassy in Conakry is seeking an Ordinarily Resident citizen or individual with the required work permit for employment in country or Eligible Family Member (EFM) for the position of Travel Clerk in the General Services Office.

**APPLICATIONS WILL ONLY BE RECEIVED ON TUESDAYS AND THURSDAYS
FROM 10:00 AM TO 12:00 PM.**

A copy of the complete position description listing all the duties and responsibilities is available in the Human Resources Office (ext. 4298/4161/4178).

**PLEASE NOTE THAT DUE TO THE HIGH NUMBER OF APPLICATIONS; ONLY SHORT-
LISTED CANDIDATES WILL BE CONTACTED.**

CLOSING DATE FOR THIS POSITION: AUGUST 12, 2008

Basic Function of the Position

As a working team leader and Electrician, this position is responsible for a team of skilled tradesmen and accountable for all repair and maintenance work performed by this team.

Qualifications Required

- Completion of a high or a vocational school recognized as producing journeyman mechanic skills or equivalent experience is required.
- Two years of journeyman mechanic experience is required.
- Level III English (good working knowledge) speaking/reading/writing is required.
- Must be able to identify and repair various Diesel engines and schedule preventive maintenance. Be able to interpret mechanical graphic and apply recommended procedures.
- Must be able to locate shops, recommend spare parts, and maintain records.
- Possess a valid Guinean driver's license.

Selection Process:

When equally qualified, Appointment Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

Additional Selection Criteria:

Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.

Current employees serving a probationary period are not eligible to apply.

Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment days.

Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar day of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

AEFMs must have a minimum of 8 months remaining at post to qualify for consideration.

The candidate must be able to obtain and hold medical and security clearances

To Apply:

Interested applicants for this position must submit the following or the application will not be considered:

Application for U.S. Federal Employment (SF-171 or OF-612), or;

A current resume or curriculum vitae that provides the same information as an OF-612; plus

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above

Submit Application To:

Human Resources Office
Attention: Management Officer
B.P. 603

Point of Contact:

American Embassy Receptionist
Telephone: 30 42 06 61
Fax: 30 42 08 73

Definitions:

AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US citizen;
- Spouse or dependent that is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad, and
- Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed

to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFM's and EFM's of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

The US Mission in Guinea provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.